

44 Mr. Barczak spoke about a brainstorming session the School Board hopes to
45 hold sometime in the future that will be open to the public. Mr. Barczak stated
46 the capital improvements plan is also going to be updated and the School Board
47 would be working on improving transparency and communication. Many other
48 projects are being proposed for the future [citizens advisory committee, district
49 report card, newsletter].
50

51 **Paula Gulla, Selectmen's Office Assistant**
52 **Further discussion regarding proposals for town website, quotes for**
53 **printing of 2012 annual report and first draft of 2013 warrant articles**
54

- 55 • Present for this discussion was Paula Gulla, Selectmen's Assistant. Ms. Gulla
56 stated five website vendor quotes were received. Ms. Gulla stated she spoke
57 with ten towns relative to their opinion on the website vendor they work with.
58 Board members reviewed the spreadsheet showing details on the website
59 vendors. Chairman Brown noted that of the ten towns five of them use Virtual
60 Town Hall. There was discussion about which vendors to eliminate or consider
61 due to training and costs. Ms. Gulla noted that Virtual Town Halls deals with
62 schools and towns exclusively. There was discussion about how the Town was
63 going to pay for this service [\$6,000.00]. Ms. Gulla stated the Town Clerk would
64 be able to provide \$1,000.00 towards the start up cost. Ms. Gulla stated with
65 funds in the website budget line and the Town Clerk's money the Town has
66 approximately \$3,000.00, and Mr. Letsky, the representative for Virtual Town
67 Hall, stated they could spread the payment over a three year period.
68 Selectwoman Copp asked if the other office employees are in favor of Virtual
69 Town Hall. Ms. Blaisdell stated yes. **MOTION:** Selectwoman Copp moved to
70 employ Virtual Town Hall to be Sandown's website vendor effectively
71 immediately with a set up fee of \$4,000.00 and a maintenance fee of \$2,000.00
72 per year with no additional costs. Selectman Devine seconded. Motion passed
73 unanimously. Chairman Brown asked that a letter be sent to the other vendors
74 thanking them for their bid and informing them the Board has chosen another
75 vendor.
76
- 77 • Ms. Gulla provided the Board with a spreadsheet of vendors who bid on the
78 printing of this year's town report. Ms. Gulla noted that there were nine bids
79 ranging in price from \$1,787.50 to \$5,088.00. The number of reports being
80 printed has been lowered to 650. Ms. Gulla went over the three lowest bids.
81 The current vendor is Country Press who has worked for the Town for five years.
82 Ms. Gulla noted that the Town has a very good working relationship with Country
83 Press. Board members reviewed annual reports provided by other vendors.
84 **MOTION:** Selectman Nicolaisen moved to hire Country Press to do the 2012
85 annual report for the bid amount of \$1,842.88 with a \$98.00 delivery charge for a
86 total of \$1,940.88. Selectwoman Copp seconded. Motion passed unanimously.
87

- 88 • Ms. Gulla presented the Board with a draft list of warrant articles and asked the
89 Board to review them because she is in the process of sending the arrant articles
90 to legal counsel and Department of Revenue Administration for their comments
91 before having the Board vote on them. Board members reviewed and discussed
92 the warrant articles as presented and consensus of the Board was to hold off on
93 the warrant articles on the purchase of three defibrillators [put in budget], new
94 egress for library basement and mosquito control program [put in budget].
95

96 Board members discussed separating the Building Inspector and Code
97 Enforcement positions and develop a construction ordinance. It was noted that
98 these two items would have to be presented by the Planning Board and they
99 have time constraints on these items. Consensus of the Board is to wait for
100 Selectman Tombarello to join the meeting later in the evening before making a
101 decision.
102

- 103 • Ms. Blaisdell announced there are two Request for Proposals (RFP) posted in
104 the Town Hall and on the Sandown website. These RFP's are for the lawn at the
105 library and the fire dampers and access doors at the Town Hall. The deadline for
106 submission is November 1, 2012.
107

108 **Non-Public discussion under RSA 91-A:3 II (b) Hiring**
109

- 110 • **MOTION:** Selectman Devine moved to go into Non-Public Session per RSA 91-
111 A:3 II (b) Hiring. Selectman Nicolaisen seconded. Roll call: Copp – aye, Brown
112 – aye, Nicolaisen - aye and Devine – aye. Motion passed unanimously.
113

114 **MOTION:** Selectman Nicolaisen moved to come out of Non-Public Session.
115 Selectman Devine seconded. Motion passed unanimously.
116

117 Chairman Brown announced while in Non-Public Session the Board voted to
118 temporarily seal the Non-Public Session Minutes.
119

120 Selectman Tombarello joined the meeting during Non-Public Session.
121

122 **“...first draft of 2013 warrant articles”** (continuation)
123

- 124 • Chairman Brown noted that prior to the Non-Public discussion the Board had
125 agreed to postpone making a decision on whether to separate the Building
126 Inspector and Code Enforcement positions and develop a construction ordinance
127 until Selectman Tombarello joined the meeting. Chairman Brown asked
128 Selectman Tombarello what his opinion was on these subjects. Selectman
129 Tombarello stated he is in favor of leaving the positions as is. **MOTION:**
130 Selectman Nicolaisen moved to keep the Building Inspector/Code Enforcement

131 as one position. Selectman Tombarello seconded. Three ayes [Tombarello,
132 Brown and Nicolaisen] and two nays [Copp and Devine]. Motion passed.

133
134 Chairman Brown noted that Sandown at this time does not have a starting and
135 ending time for construction and this would have to be an amendment to zoning.
136 **MOTION:** Selectman Nicolaisen moved to take the construction ordinance out of
137 the suggested warrant articles. Chairman Brown seconded. Selectwoman Copp
138 expressed her concerns that builders who are not considerate of others could
139 abuse the lack of a start/stop time. Selectman Nicolaisen stated that contractors
140 have to take into consideration many factors. Chairman Brown asked Ms.
141 Blaisdell if there were any complaints coming into the Selectmen's Office about
142 construction start or stop time. Ms. Blaisdell stated there have been no
143 complaints. All Board members agreed that common sense regarding this matter
144 has to be taken into consideration by contractors. Four ayes [Tombarello,
145 Brown, Nicolaisen and Devine] and one nay [Copp]. Motion passed. No
146 amendment to the zoning ordinance will be recommended by the Board of
147 Selectmen.

148
149 **Review of 2013 Budget Proposal**
150 **Insurance, Government Buildings and Executive**

- 151
152 • Insurance Acct. 4196.0 – Chairman Brown noted that this budget is up by
153 \$5,000.00 and the Town has little control over these line items. Ms. Blaisdell
154 noted that she has learned that the life insurance carrier for the fire department
155 will cover individuals over 70 years of age so the number of individuals could go
156 up. Ms. Blaisdell stated the Board could determine an age requirement cut off.
157 **MOTION:** Selectwoman Copp moved Insurance Acct. 4196.0 with Gross
158 Expenses of \$97,021.32, Revenue of \$0 and Net Expenses of \$97,021.32 be
159 recommended by the Board of Selectmen. Selectman Tombarello seconded.
160 Motion passed unanimously.

161
162 Government Buildings Acct. 4194.0 – Chairman Brown went over the line items
163 in this Account. Ms. Blaisdell noted that this is not a complete budget at this time
164 because there are still quotes to be received. Ms. Blaisdell asked the Board to
165 consider purchasing a new copier. Following discussion it was the consensus of
166 the Board to look into leasing a copier and hold off making any decision on this
167 budget. This budget has to be to the Budget Committee prior to November 7,
168 2012. Ms. Blaisdell noted that the Custodian's evaluation has not been done so
169 no Payroll determination has been made at this time. Ms. Blaisdell asked the
170 Board to go through each line item for approval except for those mentioned
171 earlier. Consensus of the Board is to remove the Town Bldg Inspection Fee line
172 item.

174 Chairman Brown noted that he swore in the Building Inspector/Code Enforcement
175 Officer and Assistant Building Inspector so Board members need to sign the forms.

176
177 Executive Acct. 4130.0 – Chairman Brown noted the 2.03% increase. Ms.
178 Blaisdell noted she has no Payroll numbers in this budget proposal at this time
179 because employee evaluations have not been completed. Board members went
180 down the budget line by line. Chairman Brown thanked Ms. Blaisdell and Ms.
181 Gulla for their time and effort during budget season.

182
183 Ms. Blaisdell brought up the Capital Improvement Plan noting the Board is pretty
184 much on target. The only item proposed for 2013 is the paving of the Town Hall
185 parking lot expansion and the generator [2012]. Selectman Tombarello supports
186 the purchase of a generator for the Town Hall. Selectman Devine concurs.
187 Selectman Nicolaisen supports the generator but is unsure if there is enough
188 time between now and when warrant articles have to be in. Ms. Blaisdell noted
189 the Emergency Management Director is on the agenda for next week to discuss
190 grants for a generator. Ms. Blaisdell noted that grants are usually 50/50 so a
191 warrant article could be proposed. Consensus of the Board is to skip the paving
192 of the Town Hall parking lot. Consensus of the Board is to ask the Planning
193 Board to move the parking lot paving to 2014. Selectwoman Copp suggested
194 putting the \$6,000.00 dollars for the handicapped restroom in as a budget item
195 rather than a warrant article.

196
197 **New Business**

198
199 **Review of 2013 dental rates**

- 200
201 • Ms. Blaisdell noted Local Government Center’s letter regarding dental benefit
202 rates for 2013 and the Return of Surplus (medical and dental). Ms. Blaisdell
203 noted the Town would be receiving a credit of \$1,321.01 sometime in August.
204 Ms. Blaisdell noted that the Town does not pay for employee dental so this
205 money would be going back to the employee. Consensus of the Board is they
206 are okay with the new rates.
207
208 • Chairman Brown reminded Board members they still have employee reviews to
209 do. Chairman Brown asked Board members if they could meet at 6:00 P.M. on
210 October 29, 2012 for a Non-Public Session to do employee evaluations.
211 Consensus was they would be here.

212
213 **Review request to appoint members to the**
214 **Senior Affairs Transportation Committee**

- 215
216 • Chairman Brown read the memorandum from Ms. Blaisdell requesting the
217 appointment of members to the Senior Affairs Transportation Committee made

218 by Nelson Rheume, Chairman of the Committee. Chairman Brown read the
219 memorandum listing the members to be appointed to the Committee and those
220 individuals who have volunteered to be drivers. Selectwoman Copp would like to
221 have the Committee come in and go over their plans and get answers to
222 questions Board members might have before appointing members to the
223 Committee. Chairman Brown does not see any reason to hold off the
224 appointment of members. **MOTION:** Selectman Devine moved to appoint
225 Nelson Rheume, Linda Gauvin, Joseph Gordon, Joan Park, Lorraine Sieckarski
226 and Kathleen Richardson to the Sandown Senior Affairs Transportation
227 Committee. Selectman Nicolaisen seconded. Four ayes [Tombarello, Brown,
228 Nicolaisen and Devine] and one nay [Copp]. Motion passed.

229

230

Other

231

232 • Ms. Blaisdell stated that St. Matthews Church would like to hand out coffee at
233 Town Hall on Election Day. Ms. Blaisdell stated that at the present time there is
234 no Moderator to ask the question of so she is coming to the Board of Selectmen.
235 Following discussion about custodial services it was the consensus of the Board
236 they didn't have a problem with the request but the logistics have to be worked
237 out.

238

239 Selectman Tombarello reminded Board members he and Selectman Devine are
240 not available to be at Town Hall on Election Day. Chairman Brown stated he is
241 going to cover the day shift this election. Selectmen Copp and Nicolaisen will
242 have to cover the afternoon and evening shifts.

243

Old Business

244

Further review of proposal for life insurance benefits for volunteer firefighters

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248

249 • Ms. Blaisdell repeated her earlier statement that the insurance carrier is willing to
250 cover all ages when it comes to the life insurance policy for members of the
251 volunteer fire department. Ms. Blaisdell noted that this could increase the
252 number by six or so. Ms. Blaisdell noted that the insurance is a calendar year
253 renewal so the Town could start now but it would end January 1, 2013. The
254 company offering the insurance is willing to prorate the cost knowing the
255 budgetary constants of municipalities. Selectwoman Copp stated that Chief
256 Tapley does not want to start the policy until January. Ms. Blaisdell stated the
257 company bills monthly. There was discussion regarding what happens if there is
258 a default budget. Ms. Blaisdell explained that the prorate will be for 26 months.
259 Selectwoman Copp asked if the Board enters into this now can it be considered a
260 contract and not be part of the default budget. Consensus was if this is

261 considered a contract it is not subject to the default budget. Ms. Blaisdell stated
262 the Finance Director is looking into this.

263

264 **Correspondence**

265

266 • Letter from NextEra Energy regarding the NH Environmental Disclosure Label
267 February 2012.

268

269 • Letter from the Sandown Planning Board regarding a public hearing to be held on
270 November 13, 2012 for a lot line adjustment between Map 18, Lots 2 and 2-2,
271 North Mains Street and Royal Range Road.

272

273 • George E. Sansoucy, P.E. LLC presented an estimate on utility lines appraisal as
274 of April 1, 2013.

275

276 **Department Liaison Report**

277

278 • Selectman Tombarello will have a recommendation for the Board on October 29,
279 2012 for an Assistant Electrical Inspector.

280

281 Selectman Tombarello sat in on the oral board for two new hires [full time and
282 part time] in the Police Department.

283

284 Selectman Tombarello stated he and the Code Enforcement Officer went to a
285 site having several unregistered vehicles. Selectman Tombarello stated the
286 Code Enforcement Officer would be enforcing the ordinance regarding
287 unregistered vehicles.

288

289 • Selectman Devine stated the library is discussing the landscaping at the library
290 and basement egress project.

291

292 Selectman Devine stated the Planning Board is discussing impact fees.

293

294 • Selectman Tombarello commented on the professionalism of the Fire
295 Department on the handling of Irving Bassett's funeral.

296

297 **MOTION:** Chairman Brown adjourned the meeting at 9:30 P.M.

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299

Respectfully Submitted,

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301

302

303

Cynthia J. Robinson
Recording Secretary

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